

**SEDRO-WOOLLEY PLANNING COMMISSION  
NOVEMBER 9, 2004 – 6:30 P.M. – MUNICIPAL COURTROOM**

The meeting was called to order by Chairman Johnson at 6:30 P.M. with Commissioners Massey, Quam, Huggins, Lefeber, Loy and Shewmaker (Late) in attendance.

Consent Agenda

Commissioner Huggins requested a discussion on the RCW conflict. A discussion period was added to the agenda after public comment.

Commissioner Shewmaker joined the board at this time.

Approval of Minutes

The minutes from the October 19, 2004 meeting were approved as presented.

**General Public Comment**

None

**Design Review**

None

**Public Hearing**

None

**Discussion – Order of Business and Quorum**

At the request of Commissioner Huggins a discussion was held on how the Planning Commission conducts business and what constitutes a quorum.

Huggins noted that in his research there is a conflict between the state RCW's and the Planning Commission enabling act. He suggested coming up with a policy or bylaw change to clarify the conflict. He also suggested that no land use decisions be made until the topic is clarified.

Planner Lahr presented two samples of Planning Commission rules as examples. She noted that rules can be adopted to address the concern of the Commissioners. Lahr noted that Municipal Research and Service Center which cities use for guidance has suggested if nothing has been adopted they would recommend utilizing a majority of a quorum. Lahr reviewed the two samples that she had obtained.

Commissioner Shewmaker requested that with whatever action is taken, the City Council should be kept informed. Mayor Dillon discussed the rules that the City Council follows for Ordinances and Resolutions.

Discussion ensued for a proposed time line. Planner Lahr will copy the examples to be given to the Commissioners at their joint meeting with the City Council.

## OLD BUSINESS

### Resolution for UGH Sign Variance

Commissioner signed the resolution for the United General Hospital sign variance approved at the October 19, 2004 meeting.

### 2005 Update

#### Rezone Applications Received

Planner Lahr reviewed three rezone applications received as follows:

Pat Churchill is requesting to rezone a ½ acre parcel fronting SR 20 from residential to Auto Commercial.

Timothy Howland – requesting property located on the corner of Highway 20 and Carter Road be rezoned from Single Family 1 to Auto Commercial.

John Lange – requesting 44 acres west of Fruitdale Road be rezoned from R-5 Residential to R-15 Multi-Family. Lange is also requesting a Comprehensive Plan Text amendment for language specific to Senior Housing and transfer of development rights.

Skagit State Bank – requesting to rezone 9120 Carter Road from UGA SF1 to Auto Commercial.

Lahr requested direction from the Planning Commission prior to accepting funds from the applicant.

Commissioners expressed concern of the Lange proposal due to power and gas lines within the area and noted the need for more time and information to investigate transfer of development rights.

It was the consensus of the Commissioners they would have an interest in hearing more about the requests on Carter but are not excited about the Lange proposal.

#### Accessory Dwelling Units

Planner Lahr reviewed the progress of the Accessory Dwelling Units which includes filing a certification on the unit. She also reviewed a covenant filing stating that future owners are subject to the accessory dwelling requirements and have to live in either the primary residence or accessory residence. She stated the forms would be filed at the assessor's office and would show up on a title report.

Discussion followed to include parking requirements, detached garages, separate entrances, sewer connections, impact fees,

Commissioner Loy moved to accept 17.67 Accessory Dwelling Units with the qualification that "H" under 17.67.03 General Requirements accept proposal, striking "H", delete under Item "K" middle of last sentence from "and to provide, on, and replacing "H" with Sewer hookups required for each separate dwelling. Seconded by Commissioner Shewmaker. Motion carried.

#### Parks and Recreation Element

Planner Lahr reviewed the proposed Parks and Recreation Element. Lahr noted she would like to incorporate a description of when the Planning Commission conducted the public Parks survey and pointed out that there is some repetition within the element that needs to be reviewed. She noted the vision of Parks and Recreation from the 2001 Community Action Plan was incorporated into the Element. Lahr provided an explanation of park impact fees and credits. With a lengthy discussion of impact fees, credits and calculations for fees held. Discussion was also held on planning for future facilities.

Commissioner Huggins requested that City owned park land be designated a different color on the zoning map than other public zoned land. He noted that with it all the same color it gives a false sense of city owned park land to the community.

#### Sewer Update

Planner Lahr passed out a draft of the Sewer Comprehensive Plan update for Commissioners information. She noted the most important part of the plan for their review is the Capital Facilities Plan and a final presentation will be forthcoming.

#### Landscaping Ordinance

Postponed to a future meeting.

#### Critical Areas Ordinance

Lahr reported that the contract for the Critical Areas Consultant is to be presented to Council at their November 10, 2004 meeting. After interviews it was decided to utilize the services of Aqua Terr Systems.

## COMMISSION DISCUSSION/INFORMATION ITEMS

### LEED Presentation

Commissioner Huggins gave a presentation on the LEED (Leading, Engineering and Environmental Design program). It is a program endorsed by the United States Green Builders Council which promotes “green sustainable” building. Huggins noted it would be a program to encourage builders to use but would not be a requirement. He read the purpose of the LEED program and defined the concept and benefits of “Green Design”. Huggins noted this program would be a concept design for a new City Hall.

Chairman Johnson adjourned the meeting at 8:43 P.M.

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Commission Chair

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Date